

### **Work Group: KEN IT Coordination Committee**

<b>Date</b>	8/23/06	<b>Time</b>	3:00pm
<b>Facilitator</b>	K. Ann Riggs	<b>Scribe</b>	Teresa Tackett
<b>Location</b>	Rm. 924-Plaza Twr.	<b>Call-In #</b>	502-564-1846

### **Agency / Attendees / Role**

<b>Educ.</b>	Ann Riggs	Committee Member
<b>COT</b>	Tom Ferree	Committee Member
<b>CPE</b>	Allen Lind	Committee Member
<b>KDE</b>	Robin Morley	Committee Member, on behalf of David Couch
<b>ConnectKy</b>	Brian Mefford	Committee Member
<b>KDE</b>	Tim Sizemore	Chairperson, Network Subcommittee
<b>CPE</b>	Miko Pattie	Chairperson, Application Subcommittee
<b>JCPS</b>	Bo Lowrey	Guest

### **Agenda/Decisions**

<b>Item:</b>	<b>Call to order</b>	<b>Decision(s)</b>
<b>1</b>		
<b>Item:</b>	<b>AUG. 9<sup>th</sup> Minutes Approved</b>	<b>Decision(s)</b>
<b>2</b>	Minutes were reviewed by members	Tom motioned and Brian seconded the motion to approve minutes for the Aug. 9 <sup>th</sup> meeting.

<b>Item:</b>	<b>Network Subcommittee</b>	<b>Decision(s)</b>
<b>3</b>	<p>Tim Sizemore - Chairperson</p> <p>Tim handed out an updated status report on the KEN Functional Requirement Gathering Workgroup. The report indicates that all agencies have responded except Adult Ed, Ky State, and Murray. These are all expected soon.</p>	<p>Tim feels that these needs should be reviewed further, by the core group and project manager. They will then meet and present to the Exec. Committee.</p> <p>It was decided that it would be beneficial for Tim and Miko to attend each other's subcommittee meetings.</p>
<b>Item:</b>	<b>Applications Subcommittee</b>	<b>Decision(s)</b>
<b>4</b>	<p>Miko Pattie – Chairperson</p> <p>The Applications Subcommittee met for the first time today. They began the process of writing a chart to identify applications and establish guidelines. Miko said the group had many questions regarding implementation, who will be actually doing this?</p>	<p>After much discussion, the group agreed that everything would need to put everything on the "table", identify the barriers, and also adding recommendations within the proposal as to how to make it happen. Each application will have an "owner".</p> <p>It was also agreed that <b><u>Raising Mary</u></b> would be a great tool for measuring success in the project.</p>
<b>Item:</b>	<b>Program Manager Update</b>	
<b>5</b>	The proposal from ConnectKY was discussed.	This proposal could possibly be brought up again after the

		procurement decision has been made. However, Ann said we are still in the process of reviewing resumes for a KEN Program Manager.
<b>Item:</b>	<b>Website Update</b>	<b>Decision(s)</b>
<b>6</b>	The ken.ky.gov website has not yet posted.  Kentucky.gov should have the site ready for our web manager to update in the next few days.	
<b>Item:</b>	<b>Open Discussion</b>	<b>Decision(s)</b>
<b>7</b>	Draft Business Plan – Ann distributed a draft of the business plan that she has started. Here are some key items discussed for the business plan..... <ul style="list-style-type: none"> <li>• Coordinating timelines</li> <li>• Need report from Network &amp; Applications Subcommittees</li> <li>• Requirements gathering as a separate item</li> <li>• Add additional section name KPI (key performance indicators)</li> </ul>	She still needs all committee members input on the business plan.  Help identify short term goals and long term goals.....

## Other Discussions

### New/Other Business – Discussions and Decisions:

## Next Steps

### Action Items Assigned in this Meeting:

- Business Plan
- Program Manager
- Next Executive Committee briefing

<b>Next Meeting</b>	<b>Agenda Items Suggested and/or Moved Forward</b>
	<b>Items:</b>

Next IT Coordination Meeting is 9/6/06

**KPID = Key Point(s) Influencing Decision** (e.g. timing, funding, access, security issues, MoU or other signatory approval needed, etc.) will be noted as and if they apply to individual decisions.